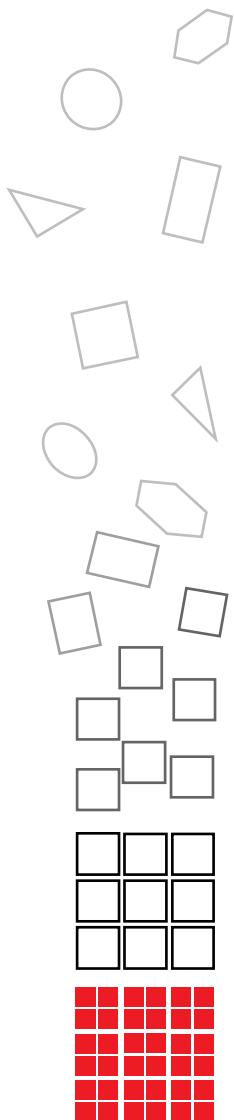




Public Records Login Instructions

Clicking on the RADIX logo will take you to the RADIX Portal. Once there you will be asked to enter the **Entity ID: 4121**, the **User Name: public**, and the **Password: public**. You will then click the "LOGIN" button.



Login

Welcome to RADIX Login

Entity ID:

User Name:

Password:

Source: 71.7.55.220

Login

Automate. Integrate. Accelerate.



This will take you to the project page where you will see only one selection available, which will be "city clerk". You will then click the "SEARCH" button at the bottom of the page.



RADIX

Projects

Search

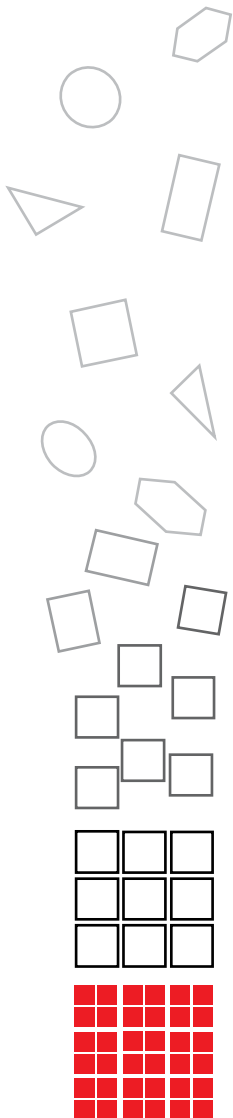
Global Search

Results

Available Projects

City Clerk

Search



Automate. Integrate. Accelerate.



This will take you to the “Search” page where you will enter items such as Document type, Document Date Subject, etc... Once you have entered the information you wish to base your search on, you will click the “Search” button at the bottom of the page.

- If you are wishing to search for documents with a particular word(s), enter the word(s) in the “Full Text Criteria” space. If using more than one word, separate each word with “and”.

Search: City Clerk

Document Type:

Document Date: to

Document Number:

Department:

Subject:

Scan Date: to

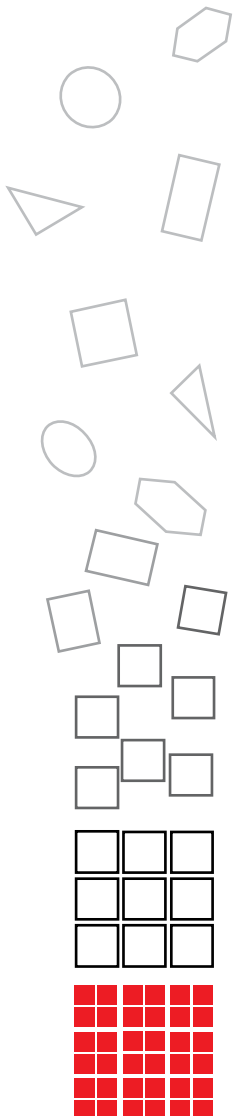
Retention Date: to

Search Type:

Sort By:

Full Text Criteria:

Search Type: Boolean Search (and, or, not, ...)
 Natural Language



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You will be taken to a list of documents that meet the criteria you indicated, and you can click on any of the document information to view the particular document.



RADIX

Projects

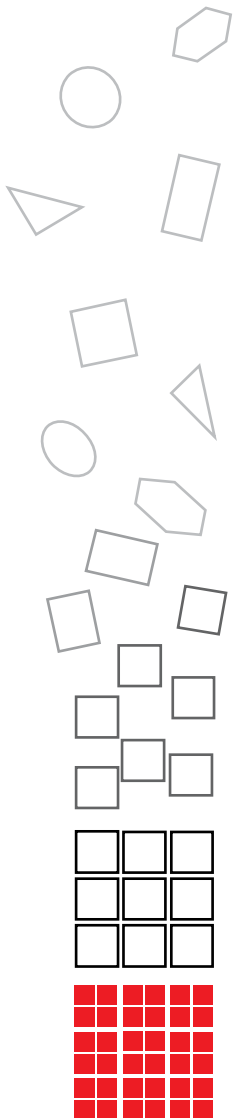
Search

Global Search

Results

Print

<input type="checkbox"/>	Document Type	Document Date	Document Number
<input type="checkbox"/>	Oskaloosa Municipal Code	07/31/1993	[Blank]
<input type="checkbox"/>	Oskaloosa Municipal Code	10/31/1993	[Blank]
<input type="checkbox"/>	Oskaloosa Municipal Code	12/31/1993	[Blank]
<input type="checkbox"/>	Oskaloosa Municipal Code	03/31/1995	[Blank]
<input type="checkbox"/>	Oskaloosa Municipal Code	03/31/1999	[Blank]



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